

# METLAKATLA FIRST NATION

## JOB OPPORTUNITY

### Communications Manager

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**Date Classified:** April 4, 2023  
**Business Unit:** Metlakatla First Nation (MFN)  
**Location:** Metlakatla, British Columbia  
**Reporting to:** Executive Director

Metlakatla First Nation has an immediate opening for a permanent full-time Communications Manager in the Metlakatla community. As the successful candidate, you will be responsible for the development, positive positioning and ongoing management of the Metlakatla First Nation and affiliated businesses (Development Corporation, Stewardship Society and Treaty) professional image and reputation. The objectives will be focused on building understanding and support for the Band and departments.

#### Responsibilities:

- Assist with developing communications policies and plans for internal and external communications.
- Prepare written materials for public awareness campaigns. Maintain a range of publications to meet communications goals.
- Identify communication strategies and appropriate communication channels.
- Responsible for the Band and affiliated websites and social media delivery of products and services.
- Maintain and update Member Contact Database and reach out for events and member activities.
- Prepare materials, including brochures, posters, media releases, newsletters, promotional products, internet text, etc.
- Assist in developing and implementing communications strategies for key issues that can affect the Band's image.
- Identify activities/events in the market & social research industry that are likely to become media issues.
- Maintain and develop links with local and other media outlets to facilitate excellent communication and ensure fair and accurate coverage of the Band and the wider community.
- Respond to media enquiries, coverages, and related functions.
- Provide advice to the various boards of directors and other sub-committees about marketing and communication strategies as required. Edit materials prepared by other sub-committees.
- Assist with coordinating events, including the guest list, venue, catering, sound system, speeches, publicity, etc.
- Work with the electoral officers about election and voting. Manage the Communication and Mail Room departments.
- Prepare speeches for the Chief and Council (if requested) and any other authorized spokespersons as required.
- Oversee the booking of advertisement space in publications. Maintain and file Public Relations (PR) reports.
- Assist as needed with IT and related tasks.
- Other duties within the scope of the position may be allocated by the Executive Director. These will be in accordance with the employee's range of skills, competence, training and experience or be part of a training/development plan.

#### Education and Experience:

- University degree in Public Relations or a related field or a combination of experience and related education.
- A minimum of 3 years of hands-on experience in a similar role and a First Nation workplace.
- Knowledge of both traditional and digital marketing strategies and tactics.
- Knowledge of government and community relations would be an asset; maintain effective positive working relationships with other employees and community members using effective interpersonal skills.
- Proficiency in using computers, Microsoft Office Suite, databases, social media platforms, media relations avenues, event planning, advertising and publication strategy skills.
- Previous experience with budget administration, staff supervision and strong leadership.
- Superior written and verbal communication skills. Ability to follow technical and written directions and work independently under minimal guidance. Strong organizational skills, attention to detail, strong work ethic and positive team attitude.
- Experience working with governmental and non-governmental agencies.
- Experience working with multi-disciplinary and inter-disciplinary teams.
- Demonstrated ability to complete tasks and assigned duties within the allotted time frame.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Valid Class 5 Driver's License, access to a reliable vehicle and travel throughout Canada are expectations of the position.

#### Submission Deadline:

- April 21, 2023.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca)